



Memo

To: Mary Hansen, Director, Iowa Department of Public Health

From: Lorinda Inman, Executive Director, Iowa Board of Nursing
Lloyd Jessen, Executive Director, Iowa Board of Pharmacy Examiners
Ann Mowery, Executive Director, Iowa Board of Medical Examiners
Constance Price, Executive Director, Iowa Board of Dental Examiners

Date: 4/15/2005

Re: Report on sharing of staff (2004 Iowa Acts, SF 2298)

2004 Iowa Acts, Senate File 2298, section 102(10)g requires the Department of Public Health to submit a report by December 1, 2004, regarding the sharing of administrative, clerical and investigative staff by the Board of Medical Examiners, the Board of Pharmacy Examiners, the Board of Dental Examiners, and the Board of Nursing. Pursuant to this act, the Boards of Nursing, Pharmacy, Medical, and Dental Examiners, submit the following information.

The Boards continue to regularly coordinate efforts and staff in the following areas:

Administrative/Clerical:

- Planning and policy development. The Executive Directors of the boards meet regularly to coordinate efforts. The directors hold joint budget planning meetings, discuss and plan legislative initiatives, training needs, and program implementation. The directors share information that impact all the boards and coordinate efforts in areas like Iowa Access, database development, on-line renewals, finances, etc. The directors share responsibility for developing policy in certain areas. For example, the Boards have been working cooperatively with the pharmacy board to develop the Prescription Drug Monitoring Program (PMP). The Executive Directors also work closely to address scope of practice issues between the professions.
- Criminal history background check program. Staff of the boards have worked collaboratively to develop rules and procedures to implement a new program

that requires applicants for licensure to obtain a criminal history background check from the FBI and DCI. Staff will be shared to submit information to the DCI and FBI and track the status of these background checks.

- Equipment. The nursing, dental, and medical boards share a local area network that provides relevant hardware, software, and related equipment that provides computer access for all employees at these boards. The medical and dental boards share a server for their licensee databases. The boards also share other computer equipment such as proximas and laptops, which reduce costs by having one board buy equipment and sharing that equipment with staff from all boards. The boards also share other types of audiovisual equipment such as photocopiers, recorders, scanners, and faxes.
- Computer maintenance and support. Staff from the boards regularly assist and coordinate efforts for computer maintenance and support. For example, staff from the nursing board provides the primary support for the shared local area network. Support staff from each of the Board's regularly assist employees from different boards with computer maintenance and troubleshooting.
- Training. The four boards coordinate and conduct training in various areas such as data base development, laws, computer programs, and administrative services.
- Support services. Staff of the boards routinely share common responsibilities such as monitoring entry ways and facilitating the public.

Investigative:

- Investigations. Board investigators routinely collaborate on investigative matters and coordinate efforts. For example, nursing, medical, and dental board investigators often work collaboratively with pharmacy board investigators in cases concerning drug abuse or diversion.
- Legal services. Compliance staff from the Boards routinely share information and services concerning legal issues that are common between the boards and rulings that impact the investigative and disciplinary process across boards.